

DRAFT

Design Specialist

DEFINITION

To perform duties

DISTINGUISHING CHARACTERISTICS

This is a full journey level class within the

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment

Ability to:

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Training:

Equivalent

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis walk, stand, bend, crouch or stoop, sit for varying periods of time;

See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed outdoors with exposure to